



## MEMO

**To : BOARD DEVELOPMENT COMMITTEE  
VACANT, CHAIR  
ARDY KASSAKHIAN, MEMBER**

**Date: May 15, 2019**

**From : TIMOTHY CORCORAN**

**Subject: SOL SOTERAS EMPLOYEE RECOGNITION AWARD**

Every spring since 2000, the staff have been asked to submit nominees for the Sol Soteras Employee Recognition Award. This year staff have nominated Suzanne Luke and I concur.

This past year, Suzanne has been instrumental in assisting with a number of critical administrative projects; onboarding new Board Members, facilitating the transition to new CalSTA Agency leadership upon Secretary Annis' appointment and now once again as we prepare for the transition to Secretary Kim, and contributing to the development of the Board's workforce and succession plan. Beyond these special assignments, Suzanne's day-to-day activities as the Board's Human Resources liaison make her an invaluable resource to the rest of the team. Staff shared the following comments regarding Suzanne:

"[Suzanne] is always pleasant, willing to help, solves problems."

"Suzanne treats everyone with respect and helps anyone who seeks her assistance."

"Suzanne is creative and has been helpful in planning for NAMVBC."

"She always has a positive and helpful attitude."

I enthusiastically support the nomination of Suzanne Luke as this year's recipient of the Sol Soteras Employee Recognition Award.

Should you have any questions, please contact me at (916) 324-6197.